

Time Management 101:

Set Goals to Manage Your Time



[2.3] - Learning Activity: How did you spend your time today?

In order to achieve a sustainable lifestyle, you need to be aware of your current time-related habits. One way to keep track of your habits is by maintaining an **activity log**. From the time you wake up to the time you go to sleep, you should keep track of your major activities and tasks using this log. Ideally, you should update your activity log as you complete each individual activity.

By visualizing your day, you'll develop a better idea of how you currently spend your time and how to boost your productivity by eliminating distractions, time-wasting activities and unimportant tasks.

The activity log should reflect a few key items:

- Name of the activity (or at least the time category)
- Specific time you started and finished each task
- Amount of time you spent on each activity.

[2.3] - Learning Activity: Where did the time go?

As mentioned in the lesson, the first step to building better time management skills is visualizing how you spend your time during your typical week. When we go throughout the day without paying much attention to *how* we're spending our time, we're *more* likely to make poor time-related decisions. So, without judging yourself, reflect back on the past week: *how did you spend your time?*

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Step 1. Visualize your week

Day by day, write down the average number of hours you spent doing tasks from each of the four main areas of the time pyramid mentioned above.

***Tip:** If you don't recall how you spent your time on a specific day, try jogging your memory by referencing your calendar, weekly planner, task manager application or whatever tool you use to organize your week and keep track of your most important tasks. If you don't use any of these scheduling tools, we highly encourage you to begin doing so.*

Step 2. Reflect

Are you surprised by how you spent your time? What activities occupy the majority of your time? Can you identify any time-wasting activities? What about unimportant, time-consuming tasks? Is your routine consistent? Sustainable?

Most importantly, are you satisfied with how you chose to spend your time, your most valuable resource?

[3.2] - Learning Activity: Time Tools: The Time-Management Matrix

Examine the Time Log you created in Daily Habits: Time Pyramid. Classify each activity/task according to the Time-Management Matrix. Analyze where your time is spent.

Reflection Questions:

Which quadrant had the most tasks?
Which quadrant had the fewest tasks?

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Good to Know: People who are most successful at achieving their priorities spend the majority of their time in Quadrants 1 and 2 (“Urgent and Important” and “Not Urgent and Important”). People who are often unsuccessful in reaching their goals are usually distracted by Quadrant 3 (“Urgent and Not Important”) or spend too much time in Quadrant 4 (“Not Urgent and Not Important”).

[3.3] - Reflection Activity

Now that you’ve identified your priorities, it is time to make sure you are achieving them. Analyzing how you spend your time is an important step towards improving your effectiveness. Examine the Time Log you created in Daily Habits: Time Pyramid. Classify each activity/task according to your priorities. Analyze where you spent your time.

Reflection Questions:

Have you found “hidden time” you didn’t know you had?
Is there enough time available to study?
How did time pass in those highly enjoyable activities?

Tip: *If your schedule cannot accommodate all the demands on your time, make sure to discuss this with your Success Advisor.*